



Rental Policy and Fees for IH Center

- **Age Requirement:**

Must be at least 21 years of age to rent any Park and Recreation facility

- **Type of Meeting:**

All meetings, lectures, fund raising activities, door charges or sales of any items must be approved by the city.

- **Rental Availability:**

First Come First Serve Basis

Starting Friday evening at 6 p.m. through Sunday evening, rentals shall be (5) hour sessions

Lakeland's Parks and Recreation programs and City functions shall have priority over any organizations.

Note: Previously approved non-profit Lakeland organizations and neighborhood associations shall be allowed to continue their established monthly meetings. New non-profit associations that are approved by the city shall be accommodated as long as space is available after 6 p.m. Monday -- Thursday.

Wednesdays: The building is reserved for IH managerial members until 4 p.m.

- **Applications and Cancellations:**

Rentals can be made six months in advance and must be accompanied by a completed rental application and \$200 deposit for rental within five working days after initial contact regarding desired date.

Cancellations must be made (3) three weeks prior to rental date for a refund of amount paid at time of reservation minus a \$50 cancellation fee which covers processing and administrative costs.

- **Deposits:**

Deposits shall be required by all organizations. (Lakeland organizations may make a one time deposit that will remain with the city unless forfeited due to a breach of policy.)

Deposits will be collected for rental, key entry, and clean-up.

- **Renter:**

Renter is responsible for any damage done to the facility and any furnishings.

Please Note: The City Manager or a designated representative reserves any and all rights to attend any function at any time to monitor policy procedures. Also, the responsible person and all of its guests, invitees, and agents shall assume all risks of use. The responsible person(s) shall indemnify, defend and hold harmless the City from any claims, demands, expenses, attorney fees and liability arising out of the responsible person's use. The responsible person(s) further agrees that the City shall not be liable in any way for any matter, cause, action or omission with respect to the pavilion and park area or the adjoining areas and grounds and that the City is hereby released and discharged from any and all liability of any kind with respect thereto. City and responsible person(s) are not partners, joint ventures, principals, agents or otherwise related in any way.

- **Decorations:**

No tape, thumbtacks, or staples may be used on the walls and ceilings. All decorations must be removed by the renter.

- **Alcohol may be provided by the renter; however, no alcohol can be sold on property. Renter is liable for all persons attending their event.**

All renters who serve any beverage or food must place all trash pertaining to such in trash bags and place in outside bins. We furnish trash bags.

Clean up Option 1

Groups opting to clean up the facility after usage must:

1. Place all chairs and tables in racks
2. Sweep and Mop
3. Place trash in bins out back

A designated person from the city will inspect facility after usage and determine clean up deposit refund.

Option 2:

Pay the Clean-up fee:

1. Bag trash and place in bins out back

Fees and Deposits

Rental Deposit	\$200
Rental Minimum 5 hrs	\$400
Addition Hr.	\$50 ea
Clean-up fee/Deposit	\$100
Microwave oven	free
Ice	free

**RENTAL APPLICATION
IH CLUB HOUSE**

Applicant's Name _____

Today's Date _____ Rental Date _____

Time: From _____ to _____ (\$400/5 hrs. & \$50 for each additional hour)

Please choose one in regard to the \$100 clean-up fee:

Clean-up Option #1 _____ will clean up and be reimbursed for all or part of clean-up fee

Clean-up Option #2 _____ City crew will clean up —no reimbursement

Person Responsible _____

Address _____

Home Phone _____ Work _____ Cell _____

Is this a fund raiser? () Yes () No If yes, please explain: () Type Party —Not Fund Raiser

Rental Deposit (check will be deposited same day as application is taken) \$200 paid by: check# _____

Cash _____ or other _____

The balance must be paid two weeks prior to reserved date.

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I have read and agree to abide by the rules of the City of Lakeland. I understand that I am responsible for any damages to City Property that may occur during my usage. I understand I should report any problems to the City of Lakeland Parks and Recreation Department by at least the next work day.

Signed _____ Date _____

Office Use Only:

Payment\$ _____ Check # _____ Receipt # _____

Balance Due _____